



**SPECIAL CONCURRENT CITY COUNCIL & PLANNING COMMISSION WORKSESSION
RICHFIELD MUNICIPAL CENTER, BARTHOLOMEW ROOM
JANUARY 27, 2015
5:45 PM**

Call to order

1. 5:45 - 6:15 p.m. - Discussion regarding the Audi Dealership Proposal (Council Memo No. 8, Planning Commission Memo No. 2)
2. 6:15 - 7:15 p.m. - Discussion regarding a Cedar Corridor Development Proposal

Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.



**REGULAR CITY COUNCIL MEETING
RICHFIELD MUNICIPAL CENTER, COUNCIL CHAMBERS
JANUARY 27, 2015
7:15 PM**

INTRODUCTORY PROCEEDINGS

Call to order

Open forum (15 minutes maximum)

Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.

Pledge of Allegiance

Approval of the minutes of the (1) Special City Council Worksession of January 13, 2015; and (2) Regular City Council Meeting of January 13, 2015.

PRESENTATIONS

1. Presentation of the Officer of the Year 2014 Award to Richfield Police Officer David Mast.

COUNCIL DISCUSSION

2. Hats off to hometown hits

AGENDA APPROVAL

3. Approval of the agenda.
4. **Consent Calendar contains several separate items, which are acted upon by the City Council in one motion. Once the Consent Calendar has been approved, the individual items and recommended actions have also been approved. No further Council action on these items is necessary. However, any Council Member may request that an item be removed from the Consent Calendar and placed on the regular agenda for Council discussion and action. All items listed on the Consent Calendar are recommended for approval.**
 - A. Consideration of the approval of a resolution pertaining to filing of the Pay Equity Report with the Minnesota Management and Budget Department.

Staff Report No. 16
 - B. Consideration of the approval of a resolution approving the Public Purpose Expenditure Policy for fiscal year 2015.

Staff Report No. 17
 - C. Consideration of the approval of the purchase of five (5) Ford Police Interceptor vehicles for Public Safety to Nelson Auto Center for \$133,149.75, plus tax, title, and license fees.

Staff Report No. 18
 - D. Consideration of the approval of a resolution authorizing the City of Richfield to enter into Contract No. A142289 with Hennepin County for Sentencing to Service program services not to exceed \$72,051.20 in 2015 and not to exceed \$74,214.40 in 2016.

Staff Report No. 19

- E. Consideration of the approval of a resolution authorizing the removal of a special assessment in the amount of \$4,221.56 for the removal of diseased trees at 6814 Oliver Avenue South from the 2012 Diseased Tree Assessment Roll and refund the property owner in the amount of \$2,143.92 for payments made towards the assessment.

Staff Report No. 20

5. Consideration of items, if any, removed from Consent Calendar

RESOLUTIONS

6. Consideration of a resolution approving an internal loan in the amount of \$641,454 to the Ice Arena to fund construction of a new locker room.

Staff Report No. 21

OTHER BUSINESS

7. Consideration of agreements with non-profit organizations to provide social services to the City of Richfield and authorize the City Manager to execute agreements for services with those agencies.

Staff Report No. 22

8. Consideration of the appointments to City advisory commissions.

Staff Report No. 23

CITY MANAGER'S REPORT

9. City Manager's Report

CLAIMS AND PAYROLLS

10. Claims and payrolls

Open forum (15 minutes maximum)

Each speaker is to keep their comment period to three minutes to allow sufficient time for others. Comments are to be an opportunity to address the Council on items not on the agenda. Individuals who wish to address the Council must have registered prior to the meeting.

11. Adjournment

Auxiliary aids for individuals with disabilities are available upon request. Requests must be made at least 96 hours in advance to the City Clerk at 612-861-9738.

CITY OF RICHFIELD, MINNESOTA
Office of City Manager

January 22, 2015

Council Memorandum No. 8

The Honorable Mayor
and
Members of the City Council

PC Memorandum No. 2
Planning Commission
City of Richfield

Subject: Audi Dealership Proposal

Council Members and Commissioners:

International Autos Group has entered into a contingent purchase agreement with the current owner of four properties along Interstate 494. The properties involved are 1500 – 78th Street East (vacant former Backyard Bar and Grill), 1420 – 78th Street East (2nd Wind Exercise Equipment), 1400 – 78th Street East (ACE Rent a Car), and 7711 – 14th Avenue (vacant former Airport Bowl). The former Backyard Bar and Grill and Airport Bowl sites are currently being used for overflow car storage for the ACE Rent a Car business. This is not a permitted use of the properties. International Autos Group would like to construct a multi-level Audi dealership on the combined parcels and has hired architect David Phillips to put together preliminary designs for Council and Planning Commission consideration.

Respectfully submitted,



Steven L. Devich
City Manager

SLD:mp
Email: Department Directors
Assistant City Manager



CITY COUNCIL MINUTES

Richfield, Minnesota

Special City Council Worksession

January 13, 2015

CALL TO ORDER

The meeting was called to order by Mayor Goettel at 6:03 p.m. in the Bartholomew Room.

Council Members Present: Debbie Goettel, Mayor; Michael Howard; Pat Elliott; Edwina Garcia; and Tom Fitzhenry.

Staff Present: Steven L. Devich, City Manager; Mike Eastling, Public Works Director; John Stark, Community Development Director; Jim Topitzhofer, Recreation Services Director; Kristin Asher, Assistant Public Works Director; Jeff Pearson, Transportation Engineer; and Cheryl Krumholz, Executive Coordinator.

Item # 1

DISCUSSION REGARDING 66TH STREET INTERSECTIONS

Public Works Director Eastling, Assistant Public Works Director/City Engineer Asher and Transportation Engineer Pearson discussed the performance of proposed roundabouts along the 66th Street Corridor in comparison to signalized intersections.

The Mayor expressed concern regarding pedestrian safety at roundabouts.

Community Development Director Stark discussed the retail business access and visibility aspects related to roundabouts and study findings from a review by SEH consultants which were positive for roundabouts.

Public Works Director Eastling stated that the recommendation is for roundabouts as the safest and first approach to intersections for the 66th Street Corridor.

ADJOURNMENT

The meeting was adjourned by unanimous consent at 6:57 p.m.

Date Approved: January 27, 2015

Debbie Goettel
Mayor

Cheryl Krumholz
Executive Coordinator

Steven L. Devich
City Manager



CITY COUNCIL MEETING MINUTES

Richfield, Minnesota

Regular Meeting

January 13, 2015

CALL TO ORDER

The meeting was called to order by Mayor Goettel at 7:03 p.m. in the Council Chambers.

Council Members Present: Debbie Goettel, Mayor; Michael Howard; Pat Elliott; Edwina Garcia; and Tom Fitzhenry.

Staff Present: Steven L. Devich, City Manager; Mike Eastling, Public Works Director; John Stark, Community Development Director; Jay Henthorne, Public Safety Director; Jim Topitzhofer, Recreation Services Director; Pam Dmytrenko, Assistant City Manager/HR Manager; Chris Regis, Finance Manager; Betsy Osborn, Support Services Supervisor; Jeff Pearson, Transportation Engineer; Elizabeth VanHoose, City Clerk; Mary Tietjen, City Attorney; and Cheryl Krumholz, Executive Coordinator.

OATH OF OFFICE TO RICHFIELD MAYOR DEBBIE GOETTEL

City Clerk VanHoose administered the oath of office.

OATH OF OFFICE TO RICHFIELD CITY COUNCIL MEMBER AT-LARGE MICHAEL HOWARD

City Clerk VanHoose administered the oath of office.

OPEN FORUM

Bob Shotwell, 7333 Upton Avenue, discussed the 70th anniversary of Mt. Serabatchi.

PLEDGE OF ALLEGIANCE

Mayor Goettel led the audience in the Pledge of Allegiance.

APPROVAL OF MINUTES

M/Garcia, S/Elliott to approve the minutes of the (1) Special City Council Closed Executive Session of December 9, 2014; (2) Special City Council Worksession of December 9, 2014; (3)

Regular City Council Meeting of December 9, 2014; and (4) Special City Council Meeting of December 15, 2014.

Motion carried 5-0.

Item #1	INTRODUCTION OF RECENTLY PROMOTED RICHFIELD DEPUTY DIRECTOR OF PUBLIC SAFETY/DEPUTY POLICE CHIEF MIKE KOOB
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Public Safety Director Henthorne introduced Deputy Chief Koob.

Item #2	INTRODUCTION OF RECENTLY PROMOTED RICHFIELD POLICE LIEUTENANT JOE GRIFFIN
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Public Safety Director Henthorne introduced Lieutenant Griffin.

Item #3	SWEARING-IN OF RICHFIELD POLICE OFFICER TIANNA HADJIYIANNIS
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Public Safety Director administered the swearing-in of Officer Hadjiyiannis.

Item #4	COUNCIL DISCUSSION <ul style="list-style-type: none">• Hats Off to Hometown Hits
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Council Member Fitzhenry reported on the Noise Oversight Committee.

Mayor Goettel discussed the ticketing/towing of vehicles related to the most recent snow event.

Mayor Goettel asked the City Council to join her in support of the south transit rail line.

Item #5	COUNCIL APPROVAL OF AGENDA
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Council Member Elliott requested the agenda be amended to include a City Council vote to reconsider the City Council action taken on December 9, 2014 approving the resolution supporting the 4B design concept on 66th Street from Penn Avenue to I-35W only.

Mayor Goettel stated the agenda would be amended to include this item as #7B.

Council Member Elliott clarified his understanding that this is a procedural step asking the City Council to allow a majority vote to revisit the 4B design concept.

City Attorney Tietjen explained that the City Council follows the Sturgis Rules of Procedure and explained the process for amending the agenda.

Ms. Tietjen continued that the motion before the City Council would be to rescind or repeal the prior City Council action on December 9 related to the approval of the 4B design concept. If that motion is approved tonight, then the design concept would be up for discussion and a new vote.

M/Elliott, S/Goettel to amend the agenda to add Item 7B.

Motion carried 3-2. (Garcia and Fitzhenry oppose)

Item #6	CONSENT CALENDAR
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- A. Consideration of the approval of resolutions designating official depositories for the City of Richfield for 2015, including the approval of collateral. S.R. No. 1

RESOLUTION NO. 11034

RESOLUTION DESIGNATING U.S. BANK
A DEPOSITORY OF FUNDS OF THE CITY OF RICHFIELD
FOR THE YEAR 2015

This resolution appears as Resolution No. 11034.

RESOLUTION NO. 11035

RESOLUTION DESIGNATING CERTAIN FINANCIAL
INSTITUTIONS AS DEPOSITORIES FOR THE INVESTMENT OF
CITY OF RICHFIELD FUNDS IN 2015

This resolution appears as Resolution No. 11035.

RESOLUTION NO. 11036

RESOLUTION DESIGNATING CERTAIN SAVING AND LOAN ASSOCIATIONS,
BANKS AND CREDIT UNIONS AS DEPOSITORIES FOR THE DEPOSIT AND
INVESTMENT OF CITY FUNDS IN 2015

This resolution appears as Resolution No. 11036.

- B. Consideration of the approval of a resolution authorizing the use of credit cards by City employees otherwise authorized to make purchases on behalf of the City. S.R. No. 2

RESOLUTION NO. 11037

RESOLUTION AUTHORIZING THE USE OF CREDIT CARDS BY CITY EMPLOYEES
OTHERWISE AUTHORIZED TO MAKE PURCHASES ON BEHALF OF THE CITY OF
RICHFIELD
FOR THE YEAR 2015

This resolution appears as Resolution No. 11037.

- C. Consideration of the approval of a designation of an Acting City Manager for 2015. S.R. No. 3
D. Consideration of the approval of a resolution designating an official newspaper for 2015. S.R. No. 4

RESOLUTION NO. 11038

RESOLUTION DESIGNATING AN OFFICIAL NEWSPAPER FOR 2015

This resolution appears as Resolution No. 11038.

- E. Consideration of the approval of a resolution granting a subdivision waiver, allowing the division of 6325 Girard Avenue (a 120-foot wide lot) into a 105-foot lot and a 15-foot remnant which will be combined with the adjacent 40-foot wide property to the north (6319 Girard Avenue), creating a 55-foot wide lot. S.R. No. 5

RESOLUTION NO. 11039

RESOLUTION AUTHORIZING A SUBDIVISION WAIVER 6325 GIRARD AVENUE

This resolution appears as Resolution No. 11039.

- F. Consideration of the approval of Visual Quality Guidelines for road reconstruction projects as recommended by the Community Services and Transportation Commissions. S.R. No. 6
- G. Consideration of the approval of ratification of Change Order 2 in the amount of \$99,592.00 and Change Order 3 in the amount of \$30,288.00 to Belair Builders, Inc. for the Taft Lake/Legion Lake Water Quality Improvement Project. S.R. No. 7

M/Goettel, S/Fitzhenry to approve the Consent Calendar.

Motion carried 5-0.

Item #7.	CONSIDERATION OF ITEMS, IF ANY, REMOVED FROM THE CONSENT CALENDAR
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None.

Item 7B.

M/Elliott, S/Goettel to rescind or revoke the City Council action on December 9, 2014 relative to the implementation of concept design 4B on 66th Street from Penn Avenue to I-35W only.

Council Member Elliott stated his intent is not to undermine the vote of former Council Member Sandahl but rather to provide newly-elected Council Member Howard an opportunity to address this issue.

Council Member Garcia stated she believed this was disrespectful to Council Member Sandahl, the Transportation Commission and the overall process. She stated she was confident the December 9 decision was the right one for the right reason and is best for the Richfield community.

Mayor Goettel stated the December 9 vote was not unanimous and that the Transportation Commission considered specifics but the City Council considers beyond specifics and does not always agree with commission recommendations.

Council Member Howard agreed that the decision on 66th Street is significant and respected Council Member Elliott for bringing it forward. He asked for clarification from the City Attorney regarding a yes or no vote on the motion.

City Attorney Tietjen explained a yes vote is support of the motion to rescind the prior City Council action on December 9, 2014 and a no vote is not supporting the motion to rescind.

Council Member Howard stated he has followed the 66th Street issue closely and respects the process. The current 66th Street is obsolete and unsafe and needs fixing. The low impact is not workable and does not address the safety issues and could result in more property intervention. He continued that the approved 4B design is the better option to make 66th Street safer for vehicles and pedestrians but it is not perfect because of the taking of 18 homes. He

expressed support for the 4B option because the project needs to move forward and it is unfair to keep the impacted properties in limbo. He stated he would vote no to rescind the previous action.

Council Member Fitzhenry expressed concern that there was a lack of notice to the public regarding the rescinding and also that the funding from Hennepin County may move to another project if it does not continue to move forward. He stated he would not support rescinding the previous action.

Council Member Elliott stated that he discussed the issue of rescinding the prior vote with the City Attorney and to inform the City Manager

City Manager Devich explained that he is not in a position to put this type of item on the agenda and that that is a decision the City Council must make

Mayor Goettel stated that the City Manager was aware of the discussion but to place it on the agenda has to go through her and the City Council.

Motion failed 2-3. (Garcia, Howard and Fitzhenry oppose)

Item #8	PUBLIC HEARING FOR THE CONSIDERATION OF THE ISSUANCE OF A NEW ON SALE WINE LICENSE FOR DAVANNI'S, INC. D/B/A DAVANNI'S PIZZA AND HOT HOAGIES, 6345 PENN AVENUE SOUTH S.R. 8
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Council Member Howard presented Staff Report No. 8.

M/Elliott, S/Fitzhenry to close the public hearing.

Motion carried 5-0.

M/Howard, S/Goettel to approve the issuance of a new on sale wine license for Davanni's, Inc., d/b/a Davanni's Pizza and Hot Hoagies, 6345 Penn Avenue South.

Motion carried 5-0.

Item #9	CONSIDERATION OF THE SECOND READING OF AN AMENDMENT TO THE CITY'S ZONING ORDINANCE AND A RESOLUTION APPROVING SUMMARY PUBLICATION OF SAID ORDINANCE. THE PROPOSED AMENDMENT WILL CLARIFY AND ENHANCE REGULATIONS RELATED TO USES WITH DRIVE-UP WINDOWS OR TELLER SERVICE IN THE MIXED USE DISTRICT S.R .NO. 9
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Council Member Fitzhenry presented Staff Report No. 9.

M/Fitzhenry, S/Howard that this constitutes the second reading of Bill No. 2015-1, amending Subsection 537.05, Subdivision 5 and Subsection 541.21, Subdivision 3 of the Richfield City Code related to uses with drive-up window or teller service in the Mixed Use Districts, that it be published in the official newspaper, and that it be made part of these minutes, and that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 11040

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE AMENDING
SUBSECTION 537.05, SUBDIVISION 5 AND SUBSECTION 541.21, SUBDIVISION 3
RELATED TO USES WITH DRIVE-UP WINDOW OR TELLER SERVICE IN THE
MIXED USE DISTRICTS

Motion carried 5-0. This resolution appears as Resolution No. 11040.

Item #10	CONSIDERATION OF THE SECOND READING OF AN AMENDMENT TO THE CITY'S ZONING ORDINANCE AND A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF SAID ORDINANCE. THE PROPOSED ORDINANCE WOULD AMEND THE WAY IN WHICH THE CITY ADMINISTERS ODOR CONTROL REQUIREMENTS FOR COMMERCIAL KITCHENS S.R. NO. 10
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Council Member Elliott presented Staff Report No 10.

M/Elliott, S/Goettel that this constitutes the second reading of Bill No. 2015-2, amending Subsection 544.27 of the Richfield City Code related to commercial kitchen odor control, that it be published in the official newspaper, and that it be made part of these minutes, and that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 11041

RESOLUTION APPROVING SUMMARY PUBLICATION OF AN ORDINANCE AMENDING SUBSECTION 544.27 RELATED TO COMMERCIAL KITCHEN ODOR CONTROL

Motion carried 5-0. This resolution appears as Resolution No. 11041.

Item 11	DISCIPLINARY HEARING AND CONSIDERATION OF A RESOLUTION REGARDING CIVIL ENFORCEMENT FOR MI AMA MEXICAN GROCERY & RESTAURANT, 813 E. 66TH ST., THAT RECENTLY UNDERWENT TOBACCO COMPLIANCE CHECKS CONDUCTED BY RICHFIELD PUBLIC SAFETY STAFF AND FAILED BY SELLING TOBACCO TO UNDERAGE YOUTH S.R. NO. 11
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Council Member Garcia presented Staff Report No. 11.

A representative from the restaurant was not present.

City Attorney Tietjen stated that failure to appear is admitting to the violation occurred and stipulating to the suspension and penalty.

M/Garcia, S/Fitzhenry that the following resolution be adopted and that it be made part of these minutes:

RESOLUTION NO. 11042

RESOLUTION SUSPENDING THE TOBACCO LICENSE FOR MI AMA MEXICAN GROCERY & RESTAURANT, 813 E. 66TH ST., AND IMPOSING A CIVIL PENALTY FOR SECOND TIME TOBACCO COMPLIANCE FAILURE

Motion carried 5-0. This resolution appears as Resolution No. 11042.

Item 12	CONSIDERATION OF DESIGNATING REPRESENTATIVES TO SERVE AS THE 2015 LIAISONS TO VARIOUS METROPOLITAN AGENCIES AND CITY COMMISSIONS S.R. NO. 12
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Mayor Goettel presented Staff Report No 12.

M/Goettel, S/Garcia to designate the Council liaison appointments to various metropolitan agencies and city advisory commissions for 2015.

Motion carried 5-0.

Item 13	DISCUSSION REGARDING CITY COUNCIL ATTENDANCE AT THE 2015 NATIONAL LEAGUE OF CITIES (NLC) CONFERENCES S.R. NO. 13
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Mayor Goettel presented Staff Report No. 13.

M/Goettel, S/Elliott to designate Mayor Debbie Goettel to attend the 2015 National League of Cities Conferences.

Motion carried 5-0.

Item #14	CONSIDERATION OF THE DESIGNATION OF A MAYOR PRO TEMPORE FOR 2015 S.R. NO. 14
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Mayor Goettel presented Staff Report No. 14

M/Goettel S/Elliott to designate Council Member Edwina Garcia as Mayor Pro Tempore for 2015.

Motion carried 5-0.

Item #15	CONSIDERATION OF THE CITY COUNCIL'S AFFIRMATION OF THE MAYOR'S APPOINTMENT OF AN HRA COMMISSIONER S.R. NO. 15
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Mayor Goettel presented Staff Report No. 15.

M/Goettel, S/Fitzhenry to affirm the Mayor's appointment of Council Member Pat Elliott as an HRA Commission with a term ending January 13, 2019.

Motion carried 5-0.

Item #16	CITY MANAGER'S REPORT
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None.

Item #17	CLAIMS AND PAYROLLS
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M/Fitzhenry, S/Elliott that the following claims and payrolls be approved:

U.S. Bank		12/23/14
A/P Checks: 236915-237285	\$	1,129,906.86
Payroll: 106669-106990 42418-42420	\$	574,703.39
TOTAL	\$	1,704,610.25

U.S. Bank		01/13/15
A/P Checks: 237286-237628	\$	1,415,927.55
Payroll: 106991-107303 42421-42422	\$	530,874.03
TOTAL	\$	1,946,801.58

Motion carried 5-0.

OPEN FORUM

None.

ADJOURNMENT

The City Council open meeting was adjourned by unanimous consent at 8:28 p.m.

Date Approved: January 27, 2015

Debbie Goettel
Mayor

Cheryl Krumholz
Executive Coordinator

Steven L. Devich
City Manager



STAFF REPORT NO. 16

CITY COUNCIL MEETING

1/27/2015

REPORT PREPARED BY: Jesse Swenson, Assistant HR Manager

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich

OTHER DEPARTMENT REVIEW: None

CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of a resolution pertaining to filing of the Pay Equity Report with the Minnesota Management and Budget Department.

EXECUTIVE SUMMARY:

The City has completed its work on the Pay Equity Report for the period ending December 31, 2014 and requires the Mayor's signature before submission to the State of Minnesota. The data compiled for this report is done in accordance with strict standards determined by the Minnesota Management and Budget Department and is reported in a summary format for submission to the State. The preliminary results indicate that the City continues to be in compliance with the Minnesota Pay Equity Act. However, the State will make an official determination after the report is analyzed.

RECOMMENDED ACTION:

By motion: Adopt the resolution pertaining to filing of the Pay Equity Report with the Minnesota Management and Budget Department.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT:**

Minnesota Statutes require that every municipality file a report with the Minnesota Management and Budget Department, formerly the Minnesota Department of Employee Relations (DOER), to indicate equitable pay relationships between female and male employees. The City of Richfield filed its last Pay Equity Report in January 2012. The Minnesota Legislature requires the reporting of Pay Equity every three years. The City's next reporting deadline will be January 31, 2018.

B. **POLICIES (resolutions, ordinances, regulations, statutes, exc):**

The City of Richfield must file a Pay Equity report in order to comply with the Pay Equity Act. A Pay Equity report is filed every three years.

C. **CRITICAL TIMING ISSUES:**

The report has been completed and, according to assessment information provided by the Minnesota Management and Budget Department, indicates that the City's male and female pay relationships are in compliance with the Pay Equity Act.

D. **FINANCIAL IMPACT:**

Any reports not received by the State of Minnesota on or before January 31, 2015 will be found out of compliance and subject to a monetary penalty. The penalty is a 5 percent reduction in state aid payments or \$100 per day, whichever is greater.

E. **LEGAL CONSIDERATION:**

The City must file a report with the State of Minnesota on or before January 31, 2015 based on data as of December 31, 2014.

ALTERNATIVE RECOMMENDATION(S):

No alternative is recommended. The report is based on actual data and must be filed with the State in accordance with the statutory timeline.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Resolution	Resolution Letter
<input type="checkbox"/>	Compliance Report	Backup Material

RESOLUTION NO. _____

**RESOLUTION PERTAINING TO FILING OF THE PAY EQUITY REPORT WITH
THE MINNESOTA MANAGEMENT AND BUDGET DEPARTMENT**

WHEREAS, State statutes require that every municipality file a report with the Minnesota Management and Budget Department once every three years to indicate equitable pay relationships between male and female employees; and

WHEREAS, this jurisdiction is submitting a pay equity implementation report to the Minnesota Management and Budget Department as required by the Local Government Pay Equity Act, Minnesota Statutes 471.991 to 471.999; and

WHEREAS, this report has been completed and seems to indicate that Richfield male and female pay relationships are in compliance with the Pay Equity Act; and

WHEREAS, Richfield must file a report with the State of Minnesota on or before January 31, 2015 based on data as of December 31, 2014.

NOW, THEREFORE, BE IT RESOLVED that the City shall accept the findings of the Pay Equity Report and forward it to the Minnesota Management and Budget Department.

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of January 2015.

Debbie Goettel, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

Compliance Report

Jurisdiction: Richfield
6700 Portland Avenue South

Report Year: 2015
Case: 1 - 2014 DATA (Private (Jur Only))

Richfield MN 55423

Contact: Jesse Swenson

Phone: (612) 861-9704

E-Mail: jswenson@cityofrichfield.org

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	44	40	7	91
# Employees	116	65	52	233
Avg. Max Monthly Pay per employee	5,961.20	4,982.11		5,486.24

II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 149.73 *

	Male Classes	Female Classes
a. # At or above Predicted Pay	16	23
b. # Below Predicted Pay	28	17
c. TOTAL	44	40
d. % Below Predicted Pay (b divided by c = d)	63.64	42.50

*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

B. T-test Results

Degrees of Freedom (DF) = 179	Value of T = -0.090
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- a. Avg. diff. in pay from predicted pay for male jobs = (\$3)
b. Avg. diff. in pay from predicted pay for female jobs = \$2

III. SALARY RANGE TEST = 83.04 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 3.86
B. Avg. # of years to max salary for female jobs = 4.65

IV. EXCEPTIONAL SERVICE PAY TEST = 110.00 (Result is B divided by A)

- A. % of male classes receiving ESP 20.45 *
B. % of female classes receiving ESP 22.50

*(If 20% or less, test result will be 0.00)



STAFF REPORT NO. 17 **CITY COUNCIL MEETING**

1/27/2015

REPORT PREPARED BY: Jesse Swenson, Assistant HR Manager

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich

OTHER DEPARTMENT REVIEW: None

CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of a resolution approving the Public Purpose Expenditure Policy for fiscal year 2015.

EXECUTIVE SUMMARY:

The City's Public Purpose Expenditure Policy establishes a clear set of guidelines to assist elected officials, employees and representatives of the City when approving the expenditure of public funds. An annual review and consideration of this policy ensures that the City's expenditures have been carefully considered and determined by the governing body to be for a public purpose.

Staff is recommending policy changes during this annual review and approval process. The policy change identifies that designated funds may be allocated to each City department related to participating in and promoting safety practices.

RECOMMENDED ACTION:

By motion: Adopt the resolution approving the City's Public Purpose Expenditure Policy for fiscal year 2015.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT:**

In July 2003, the Richfield City Council adopted a Public Purpose Expenditure Policy, which defines when, and for what purposes, public funds may be spent. In January 2013, the City Council adopted an updated version of this policy.

B. **POLICIES (resolutions, ordinances, regulations, statutes, exc):**

Annual review and approval of the policy ensures the fullest compliance with all applicable provisions of law in making public expenditures.

C. **CRITICAL TIMING ISSUES:**

The policy should be considered in conjunction with the City's new fiscal year.

D. **FINANCIAL IMPACT:**

None

E. **LEGAL CONSIDERATION:**

The Public Purpose Expenditure Policy ensures compliance with all applicable laws governing the expenditure of public funds.

ALTERNATIVE RECOMMENDATION(S):

- Adopt a modified policy.
- Defer consideration of this matter to a future meeting.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Public Purpose Resolution	Resolution Letter
<input type="checkbox"/>	Public Purpose Policy	Backup Material

RESOLUTION NO. _____

**RESOLUTION APPROVING THE
PUBLIC PURPOSE EXPENDITURES POLICY
FOR FISCAL YEAR 2015**

WHEREAS, the City Council finds it necessary to annually review and approve a policy to clearly determine the public purpose for expenditures; and

WHEREAS, the City Council has determined that in order to attract, recruit, retain and motivate employees and community volunteers, the City wishes to recognize hard work and service through other than monetary payment; and

WHEREAS, the City Council has further determined certain expenditures for typical business costs are necessary for the effective delivery of public service; and

WHEREAS, the City Council has reviewed and discussed the Public Purpose Expenditures Policy.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Richfield approves the "Public Purpose Expenditures Policy," for fiscal year 2015.

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of January 2015.

Debbie Goettel, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk

PUBLIC PURPOSE EXPENDITURE

CITY OF RICHFIELD

CITY POLICY

DATE: **January 28, 2015**

SUBJECT: Public Purpose Expenditures

Background

Pursuant to provisions of the Richfield City Charter and the statutes and laws of the State of Minnesota, which permit and require the expenditure of public funds for public purposes, the City of Richfield believes it necessary and appropriate to provide assistance and guidance to the officials, employees and representatives of Richfield to aid in the determination of when public funds may be spent for a public purpose.

Definition

A public purpose expenditure is one which relates to the purpose for which the City of Richfield exists and the duties and responsibilities of Richfield, its elected and appointed officials, employees and other representatives.

Public Purpose Guidelines

- A. Training and development programs for Richfield employees serve a public purpose when those training and development programs are directly related to the performance of the employees' job-related duties and are directly related to the programs/services for which the City is responsible.
- B. Payment of employee work-related expenses, including travel, lodging and meal expenses, serves a public purpose when those expenses are necessarily incurred by Richfield employees in connection with their actual work assignments or official duties and those expenses are directly related to the performance of the governmental functions for which Richfield has responsibility.
- C. Appropriate safety and health programs for Richfield employees serve a public purpose because they result in healthier and more productive employees and reduce certain costs to the City and the taxpayers of Richfield, including various costs associated with workers' compensation and disability benefit claims, insurance premiums and lost time from employee absences.
- D. Public expenditures for appropriate Richfield employee and volunteer recognition programs serve a public purpose because formally recognizing employees and volunteers who make significant contributions and demonstrate their commitment during the performance of their duties result in higher morale and productivity among all Richfield employees and volunteers, and therefore help the City to fulfill its responsibilities efficiently and more cost effectively.
- E. Public expenditures for food and refreshments associated with official Richfield City functions serve a public purpose when the provision of food or refreshments is an integral part of the function and is deemed necessary to ensure meaningful participation by the participants.
- F. Public expenditures for appropriate community and customer outreach and similar activities serve a public purpose when those expenditures are necessary for Richfield to ensure the efficient operation of its programs/services, promote the availability and use of City resources, and promote coordinated, cooperative planning activities among and between the public and the private sectors.

Specific Programs and Expenditures

Every City of Richfield expenditure must be valid based upon the public purpose for which it is purchased. The following items are deemed to meet the Council definition of public purpose expenditures.

A. Employee Recognition and Engagement Programs

The Richfield City Council recognizes the hard work and service performed by the employees of the City through a formal Employee Recognition Program. The City Council believes the benefits of attracting, retaining and motivating employees through an Employee Recognition Program support employee job satisfaction, which in turn impacts cooperation and productivity. The result is to provide excellent public and customer service to better serve the interests of the citizens of the community.

The Employee Recognition Program is considered "additional compensation" for work performed by employees but is entirely dependent on receiving funding from year-to-year. No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.

The Program may include:

1. City employees completing 5, 10, 15, 20, 25, 30, and 35 years of service may receive a service award not to exceed \$150 in value, as determined by the City Manager.
2. Annually, in conjunction with the presentation of service awards, the City may sponsor an Employee Recognition event for City employees.
3. Annually, the City may sponsor a Volunteer Recognition Dinner(s) to promote teamwork and coordination among the City Council, Department Directors, Commission/Committees, and employees. This dinner and a token gift for invited participants and their guests also serve as de minimus compensation for the service provided by the volunteers.
4. Annually, the City may sponsor a Holiday Party for City employees. In lieu of a Holiday Party, the City may sponsor an annual employee event, such as Rootbeer Float Day.
5. The City supports other events that are planned and paid for by employees. Examples of such events include holiday gatherings, golf and/or bowling tournaments.
6. The City supports recognition clocks and up to \$50 for a cake in recognition of long-time service or retirement for employees, volunteers and elected officials.
7. Annually, at the end of each calendar year, each Department may receive designated funds related to participating in and promoting safety practices in their respective Departments. Each Department may use such funds to sponsor an employee event recognizing their employees' safety accomplishments.

The cost of the elements of the Employee Recognition Program will be included in the City of Richfield Annual Budget. This item will be approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

B. Employee Wellness and Safety Programs

The City Council recognizes the importance of employee fitness and health as it relates to the overall work and life satisfaction of the employee and the overall impact on the City's health insurance program. As such, the City Council supports an Employee Wellness Program, which has been designed to educate employees on fitness/health issues.

The Employee Wellness Program is considered "additional compensation" for work performed by employees, but is entirely dependent on receiving funding from year-to-year. No provisions of this policy, or its administration, shall be subject to review under the grievance or arbitration provisions of any collective bargaining agreement.

The cost of an Employee Wellness Program will be included in the City of Richfield Annual Budget. This item will be approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

The Employee Safety Program is funded by the Self-Insurance Fund. The City supports programs created by the Human Resources Division and the Safety Committee to promote and maintain a safe work environment. Safety incentive programs such as Richfield Safety Pays, which provide the opportunity for cash prizes for accident/injury-free work days, is an example of such programs. Such safety incentives shall be included in the City of Richfield Annual Budget.

C. Meeting Food/Meals

The City Council recognizes that situations in which City business needs to be discussed can and do occur during meal hours (i.e. luncheon meetings). In addition, there are public and employee meetings and events in which reasonable refreshments may be necessary to create a more productive environment and to be responsive to participants' time schedules. The following items are deemed to meet the Council definition of public purpose expenditures in regards to food and meals.

1. Meals and refreshments are allowed at City meetings and events that have a purpose of discussing City issues. These meetings would normally have a pre-planned agenda.
2. Meals and refreshments are allowed at employee meetings and events that have a purpose of discussing City issues or are a part of employee training. These meetings would also normally have a pre-planned agenda. These meetings could include new employee receptions to introduce new employees to existing employees, provide an orientation to the City, and promote teamwork and cooperation. This does not include routine staff meetings.
3. Meals and refreshments are allowed when they are part of a breakfast/lunch/dinner meeting for official City business when it is the only practical time to meet. Usually these meals involve meeting with City Council members, Committee/Commission members, business or civic organizations. Payment for fees relating to a special event, such as a Chamber of Commerce event, may also be allowed when approved by the City Manager and when attendance is deemed to meet the public purpose guidelines for community or customer outreach and marketing of the City.
4. Meals and refreshments may be provided during official meetings of the City Council, City Council committees, advisory boards/commissions, and taskforces that have purpose of discussing City business. These meetings would normally have a pre-planned agenda.
5. Travel expenses for employees as outlined in the Richfield Travel Reimbursement Policy.
6. Meals and refreshments are allowed where employees or volunteers are participating in a City-sponsored special event, participating in an outside event as an official representative of the City, or working additional hours and where the Department Director deems appropriate as recognition of efforts above those normally required. Because emergency personnel are often called to perform for extended periods of time and duties where refreshments are important to duty performance, emergency response personnel may be provided refreshments or food when it is deemed appropriate by the City Manager or Department Director to assure the delivery of quality emergency response service.
7. No purchase of alcoholic beverages is allowed at any time.

The cost of these meals or fees is included in the departments' travel/conferences line-item in the City of Richfield Annual Budget. These items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

D. Membership, Dues, and Donations

The City Council has determined that the City will fund memberships and dues (individual or organization) in professional organizations and City social and community organizations when the purpose is to promote, advertise, improve or develop the City's resources and relationships and not personal interest or gain.

The cost of memberships/dues is included in the departments' dues and subscriptions line-item in the City of Richfield Annual Budget. These items are approved annually by the City Council as a part of the overall budget approval process which includes a public hearing on the proposed budget.

All donations must be approved by the City Council during the annual budget process and/or by City resolution. Donations provided by the City must be for programs that serve our citizens and are deemed to meet the public purpose guidelines.

E. Education Reimbursement

The Personnel Policy contains guidelines for a Richfield Employee Education Program (REEP). Job related advanced education meets the public purpose guidelines of this policy. The amount available for this program shall be considered annually. The cost of this program is contained in the City of Richfield Annual Budget.

F. Clothing and Other Sundry Items

Employees may receive T-shirts, and other sundry items of nominal value (\$10.00) when these items; are made available to the general public or if these items are determined by the City Manager to be important to the successful involvement of employees in special City-sponsored or City-supported events (i.e. National Night Out, etc.). Employees may be supplied with uniforms, clothing, boots and other gear necessary for the performance of their job. The cost of these items for City-sponsored or City-supported events shall be contained in the City of Richfield Annual Budget.

Conclusion

The Richfield City Council has determined that the above expenditures are valid and serve a public purpose.

Approved: /s/ Steven L. Devich

City Manager



STAFF REPORT NO. 18 **CITY COUNCIL MEETING**

1/27/2015

REPORT PREPARED BY: Chris Link, Operations Superintendent

DEPARTMENT DIRECTOR REVIEW: Mike Eastling, Public Works Director

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of the purchase of five (5) Ford Police Interceptor vehicles for Public Safety to Nelson Auto Center for \$133,149.75, plus tax, title, and license fees.

EXECUTIVE SUMMARY:

Five Public Safety Department Interceptor vehicles are scheduled to be replaced in 2015. These vehicles are replaced every three years due to:

- Average mileage of 75,000 miles
- Significant engine idle time over the three year life

The vehicles that are replaced are rotated into use as administrative vehicles used by the following Divisions:

- Inspections
- Engineering
- Utilities
- Forestry
- Parks and Recreation

After these vehicles have been utilized by the above Divisions they are then sold at the Hennepin County auction.

RECOMMENDED ACTION:

By Motion: Approve a purchase order for five (5) Ford Police Interceptor vehicles for Public Safety to Nelson Auto Center for \$133,149.75, plus tax, title, and license fees.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT:

- Police Interceptor vehicles are replaced every three years
- The more traditional squad cars are being replaced with SUVs. These vehicles are more accommodating for officers and police equipment.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

- The City of Richfield participates in the Minnesota State Cooperative Purchasing Program.
- Nelson Auto Center is included in the Minnesota State Cooperative Purchasing Program.

C. CRITICAL TIMING ISSUES:

- The order deadline for 2015 models is January 30, 2015.
- Approval at the January 27, 2015 Council meeting will facilitate delivery of the new cars.

D. **FINANCIAL IMPACT:**

- The purchase of the Police Interceptors is identified in the Approved 2014R-2015P Central Garage Budget. (61000-7500)
- Additional funds from the Central Garage Budget will be used to outfit the vehicles with additional necessary equipment such as:
 - light bars
 - radios
 - cameras

E. **LEGAL CONSIDERATION:**

When the purchase of materials, merchandise, equipment, or construction exceeds \$100,000, authority to purchase shall be submitted to the City Council for consideration.

ALTERNATIVE RECOMMENDATION(S):

- Council may delay approval to a later meeting, however, delayed approval will result in delayed delivery.
- No action by Council on this purchase will eventually compromise safety for police officers driving old cars.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None



STAFF REPORT NO. 19 **CITY COUNCIL MEETING**

1/27/2015

REPORT PREPARED BY: Chris Link, Operations Superintendent
DEPARTMENT DIRECTOR REVIEW: Mike Eastling, Public Works Director
OTHER DEPARTMENT REVIEW: N/A
CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of a resolution authorizing the City of Richfield to enter into Contract No. A142289 with Hennepin County for Sentencing to Service program services not to exceed \$72,051.20 in 2015 and not to exceed \$74,214.40 in 2016.

EXECUTIVE SUMMARY:

For the past ten years the City of Richfield has contracted with Sentencing to Service (STS) to perform labor intensive Public Works tasks. Sentencing to Service crews are performing court-ordered community service.

Labor Intensive Tasks

STS crews are given tasks that require manual labor that may utilize hand tools. Typical labor intensive tasks performed by STS crews are:

- Hand shoveling snow from bus stops
- Picking trash along freeways, parks, and ponds
- Set-up and clean-up at the 4th of July celebration

Please see the attached list for a complete list of STS tasks.

RECOMMENDED ACTION:

By Motion: Approve the resolution authorizing the City of Richfield to enter into Contract No. A142289 with Hennepin County for Sentencing to Service program services not to exceed \$72,051.20 in 2015 and not to exceed \$74,214.40 in 2016.

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT:

Many other cities/agencies participate in this program, they are:

- Bloomington
- St Louis Park
- Minneapolis
- St Paul
- Mn/Dot
- Three Rivers Park District

Richfield has utilized STS services for the past ten years.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

City policy encourages mutually beneficial joint agreements with other agencies.

C. **CRITICAL TIMING ISSUES:**

The existing contract with Hennepin County has expired.

D. **FINANCIAL IMPACT:**

Funding for STS is included in the approved budgets from the following Public Works Divisions:

- Street Maintenance
- Park Maintenance
- Storm Sewer
- Sanitary Sewer

The net cost to the City is less than \$4.67/hour for each worker

E. **LEGAL CONSIDERATION:**

Contracts or purchases greater than \$100,000 must be submitted to the City Council for approval.

ALTERNATIVE RECOMMENDATION(S):

Council may choose not to approve the contract, however, STS crews provide an excellent service that cannot be obtained elsewhere.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Resolution	Resolution Letter
<input type="checkbox"/>	STS Job Tasks	Backup Material
<input type="checkbox"/>	STS Contract	Contract/Agreement

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE CITY OF RICHFIELD TO ENTER INTO
HENNEPIN COUNTY CONTRACT NO. A142289 WITH THE COUNTY OF HENNEPIN,
STATE OF MINNESOTA FOR SENTENCING TO SERVICE (STS) PROGRAM
SERVICES THROUGH DECEMBER 31, 2016.**

WHEREAS, Hennepin County Community Corrections operates the Sentencing to Service (STS) general work program, which uses offenders who are working off court-ordered obligations for low level offenses; and

WHEREAS, many other cities participate successfully in this program including Bloomington, St. Louis Park, Minneapolis, St. Paul, Mn/DOT and Three Rivers Park District; and

WHEREAS, the City of Richfield has used these forces for many years to help clean up after the Fourth of July celebration and to help with occasional labor intensive projects that helps reduce the number of full-time staff needed to accomplish these tasks; and

WHEREAS, STS crews provide an excellent service at a very inexpensive cost that could not be obtained elsewhere.

NOW, THEREFORE, BE IT RESOLVED, that the Richfield Mayor and City Manager are hereby authorized and directed for and on behalf of the City of Richfield to execute and enter into Contract No. A142289 between the City of Richfield and the County of Hennepin, State of Minnesota for Sentencing to Service Program Services through December 31, 2016.

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of January, 2015.

Debbie Goettel, Mayor

ATTEST:

Beth VanHoose, City Clerk

TASKS FOR SENTENCING TO SERVICE

- Mowing and picking up trash at City-owned vacant lots on 18th Ave.
- Shoveling snow at bus stops and fire hydrants
- Weed control along curb lines
- Picking up trash along freeway fences and on minor arterial roads
- Washing and cleaning City equipment
- Clean garage stalls
- Trimming along freeway fences
- Weed control around ball field fences
- Clean tennis courts
- Clean tot lots and park trash pickup
- Weed whip parks and freeway fences
- Sweep slabs under bleachers
- Clean and wash park buildings
- 4th of July setup and cleanup
- Half-Marathon setup and cleanup
- Clean Ice Arena
- Shovel gate boards
- Restore and paint picnic tables
- Paint park buildings
- Shovel debris out of catch basins
- Clean under bridge decks
- Paint Garage building
- Cleanup trash around storm water ponds
- H U B garbage
- Wood chipping along 77th street wall
- Rebuild retaining walls

**SERVICES AGREEMENT
SENTENCING TO SERVICE PROGRAM
WITH THE CITY OF RICHFIELD**

This Agreement is between the COUNTY OF HENNEPIN, STATE OF MINNESOTA A-2300 Government Center, Minneapolis, Minnesota 55487 ("COUNTY"), on behalf of the Hennepin County Department of Community Corrections and Rehabilitation, C-2300 Government Center, 300 South Sixth Street, Minneapolis, Minnesota 55487 ("DEPARTMENT"), and the CITY OF RICHFIELD, 6700 Portland Avenue South, Richfield, Minnesota 55423 ("CITY").

WHEREAS, the COUNTY operates the Sentencing to Service Program (STS Program) which offers offenders an opportunity to learn landscape maintenance and other marketable skills; and

WHEREAS, the CITY wishes to purchase the services of the STS Program;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the COUNTY, on behalf of the DEPARTMENT, and the CITY agree as follows:

1. TERM AND COST OF THIS AGREEMENT

This Agreement shall be in effect from January 1, 2015 through December 31, 2016, unless terminated earlier in accordance with the Default and Cancellation provisions of this Agreement.

The total cost of this Agreement, including all reimbursable expenses, shall not exceed One Hundred Forty-Six Thousand Two Hundred Sixty-Five Dollars and Sixty Cents (\$146,265.60).

2. SERVICES TO BE PROVIDED

The CITY wishes to utilize the services of the STS Program participants to perform labor intensive forestry, park maintenance, and utility maintenance related projects (the "Work").

The DEPARTMENT agrees to the following with respect to the Work requested:

- A. Provide one (1) work crew, four (4) days per week, for the period January 1, 2015 through December 31, 2016. Provide work crews for a minimum of six (6) hours per day, excluding paid breaks. A work crew will consist of an average of six (6) participants per day.

- B. Provide COUNTY employed crew leader who will be responsible for the transportation, instruction, and supervision of the STS Program work crew.
- C. Provide required personal safety equipment and clothing needed for specific work.
- D. Provide basic landscaping tools and equipment needed for specific work.
- E. Train each STS Program work crew in necessary safety principles and techniques.
- F. Provide quarterly reports to the CITY that show the number of days worked and total hours of service received.
- G. Assume all medical liability for the STS Program participants.
- H. STS Program participants are not employees of the CITY.

3. RESPONSIBILITIES OF THE CITY

The CITY agrees to the following:

- A. Obtain all necessary permits or licenses or special authority for all Work.
- B. Assign all work and coordinate material purchases and delivery for projects to be performed.

4. COST AND PAYMENT FOR SERVICES

A. The CITY shall pay the COUNTY:

- 1. Seventy-Two Thousand Fifty-One Dollars and Twenty Cents (\$72,051.20) in 2015 for the services described in this Agreement, and
 - 2. Seventy-Four Thousand Two Hundred Fourteen Dollars and Forty Cents (\$74,214.40) in 2016 for the services described in this Agreement.
 - 3. The above-mentioned annual amounts comprise a weekly price per crew of Three Hundred Forty-Six Dollars and Forty Cents (\$346.40) per crew in 2015, and Three Hundred Fifty-Six Dollars and Eighty Cents (\$356.80) per crew in 2016.
- B. Payment for services performed by the COUNTY shall be paid by the CITY within thirty (30) days from the date of invoice. The COUNTY will invoice for services on a quarterly basis a sum of one-fourth (1/4) the annual amount due. If this Agreement is terminated early under the Default and Cancellation provisions of this Agreement, the COUNTY shall be entitled to payment for the services actually provided up to the time of termination.

5. INDEPENDENT CONTRACTOR

Nothing is intended or should be construed as creating or establishing the relationship of co-partners between the parties or as constituting either party as the agent, representative, or employee of the other party for any purpose. Each party is and shall remain an independent contractor for all services performed under this Agreement. Each party shall secure at its own expense all personnel required in performing services under this Agreement. Any personnel or other persons engaged in the performance of any work or services required by a party will have no contractual relationship with the other party and will not be considered employees of the other party.

6. INDEMNIFICATION

Each party agrees that it will be responsible and agrees to defend, indemnify, and hold harmless the other party, its officials, officers, agents, and employees for its own errors, acts, and omissions and the results thereof to the extent authorized by the law and shall not be responsible for the errors, acts, and omissions of the other party and the results thereof. Notwithstanding anything to the contrary in this Section 6, the COUNTY shall have no liability to the CITY for any cause under or related to this Agreement for any consequential, special, incidental, punitive, or indirect damages (including without limitation loss of profit, revenue, business opportunity, or business advantage), whether based upon a claim or action of tort, contract, warranty, negligence, strict liability, contribution, or any other legal theory or cause of action. Each party's liability shall be governed by and limited in accordance with Minnesota Statutes, Chapter 466.

7. DATA PRACTICES

Both parties shall abide by the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 (MGDPA), and all other applicable state and federal laws, rules, regulations, and orders relating to data privacy and confidentiality.

8. SUBCONTRACTING AND ASSIGNMENTS

Neither party shall assign, subcontract, transfer, or pledge this Agreement, in whole or in part, without the prior written consent of the other party.

9. MERGER AND MODIFICATION

- A. It is understood and agreed that the entire agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items that are referenced or that are attached are incorporated and made a part of this Agreement.
- B. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement signed by the parties.

10. DEFAULT AND CANCELLATION

- A. If either party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of this Agreement, it shall be in default. Unless the default is excused by the nondefaulting party, the nondefaulting party may upon written notice immediately cancel this Agreement in its entirety. Additionally, failure of the CITY to comply with the terms of this Agreement shall be just cause for the COUNTY to immediately cease providing services under this Agreement until the CITY's compliance.
- B. The above remedies shall be in addition to any other right or remedy available to the parties under this Agreement, law, statute, rule, and/or equity.
- C. Either party's failure to insist upon strict performance of any provision or to exercise any right under this Agreement shall not be deemed a relinquishment or waiver of the same, unless consented to in writing. Such consent shall not constitute a general waiver or relinquishment throughout the entire term of this Agreement.
- D. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

11. CONTRACT ADMINISTRATION

In order to coordinate the services of the CITY with the activities of the DEPARTMENT, so as to accomplish the purposes of this Agreement, John Ekholm, Corrections Program Manager, Hennepin County Department of Community Corrections & Rehabilitation, Community Offender Management Division, 3000 North Second Street, Minneapolis, Minnesota 55411, or his successor (Contract Administrator), shall manage this Agreement on behalf of the COUNTY and serve as liaison between the COUNTY and the CITY.

CITY PROJECT AND BILLING CONTACT:

Mark Hall, Operations Manager

City of Richfield

1901 East 66th Street

Richfield, MN 55423

Office: 612-861-9173

Mobile: 612-221-6222

FAX: 612-861-9181

mhall@cityofrichfield.org

12. NOTICES

Any notice or demand which must be given or made by a party under this Agreement or any statute or ordinance shall be in writing, and shall be sent registered or certified mail. Notices to the COUNTY shall be sent to the County Administrator with a copy to the originating DEPARTMENT at the address given in the opening paragraph of this Agreement. Notice to the CITY shall be sent to the address stated in the opening paragraph of this Agreement.

13. MINNESOTA LAWS GOVERN

The Laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this Agreement and the legal relations between the parties and their performance. The appropriate venue and jurisdiction for any litigation will be those courts located within the County of Hennepin, State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this Agreement is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.

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COUNTY BOARD AUTHORIZATION

Reviewed by the County
Attorney's Office

COUNTY OF HENNEPIN
STATE OF MINNESOTA

Date: _____

By: _____
Chair of Its County Board
Date: _____

ATTEST: _____
Deputy/Clerk of County Board
Date: _____

And: _____
Assistant/Deputy/County Administrator
Date: _____

CITY OF RICHFIELD
The CITY warrants that the person who executed
this Agreement is authorized to do so as required
by applicable articles, bylaws, resolutions, or
ordinances.*

By: _____
Its: _____
Date: _____

And: _____
Its: _____
Date: _____

*The CITY shall submit applicable documentation (articles, bylaws, resolutions, or ordinances) that confirms the signatory's delegation of authority. This documentation shall be submitted at the same time this Agreement is returned to the COUNTY.



STAFF REPORT NO. 20 **CITY COUNCIL MEETING**

1/27/2015

REPORT PREPARED BY:

Chris Link, Operations Superintendent

DEPARTMENT DIRECTOR REVIEW:

Mike Eastling, Public Works Director

OTHER DEPARTMENT REVIEW:

Chris Regis, Finance Manager

CITY MANAGER REVIEW:

Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of the approval of a resolution authorizing the removal of a special assessment in the amount of \$4,221.56 for the removal of diseased trees at 6814 Oliver Avenue South from the 2012 Diseased Tree Assessment Roll and refund the property owner in the amount of \$2,143.92 for payments made towards the assessment.

EXECUTIVE SUMMARY:

At the August 13, 2012 Regular City Council meeting, the City Council approved a special assessment roll for the removal of diseased trees from private property in the amount of \$43,701.52 for diseased trees removed in 2011. Included in this assessment roll was an assessment in the amount of \$4,221.56 for 6814 Oliver Avenue South. Due to miscommunication with the property owner, City staff, and the tree removal contractor the tree at 6814 Oliver Avenue South was not removed in 2011, as originally planned, and the 2012 assessment roll was submitted with this error. The tree was removed in 2012 and the property was assessed again as part of the 2013 special assessment process creating a second, correct assessment.

Staff is recommending removing the first assessment against the property (assessed in 2012) and refunding the property owner for special assessment payments made in 2013 and 2014 in the amount of \$2,143.92.

RECOMMENDED ACTION:

By motion, approve the resolution authorizing:

- 1. The removal of a special assessment in the amount of \$4,221.56 for the removal of diseased trees at 6814 Oliver Avenue South from the 2012 Diseased Tree Assessment Roll.**
- 2. A refund in the amount of \$2,143.92 for payments made by the property owner towards the assessment.**

BASIS OF RECOMMENDATION:

A. HISTORICAL CONTEXT:

2011

The property owner informed staff that he wished to have the removal cost assessed to his property and had a contractor hired to remove the tree.

Staff moved forward with assessing the cost of removal to the property.

2012

After staff had completed Dutch Elm Disease (DED) inspections it was found that the tree was not removed in 2011. Staff contacted the property owner and again requested the removal cost be assessed to the property. The removal was completed in 2012 and the cost was again assessed to the property.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

- An abatement of a special assessment that has been certified must have the approval of the City Council. (Minnesota Statute Section 270C.86, subd. 1).
- Hennepin County requires a copy of the City Council resolution abating the special assessment prior to removing the special assessment.

C. **CRITICAL TIMING ISSUES:**

Notification to Hennepin County for abatement of the special assessment for pay in 2015 is due prior to February 15, 2015

D. **FINANCIAL IMPACT:**

- The City must refund to the property owner for special assessment payments made in 2013 and 2014 based on the original, incorrect 2012 assessment.
- The refund amount is \$2,143.92.

E. **LEGAL CONSIDERATION:**

Staff is following the procedures outlined by the Hennepin County Taxpayer Services Department.

ALTERNATIVE RECOMMENDATION(S):

None.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description	Type
☐ Resolution	Resolution Letter

RESOLUTION NO.

**RESOLUTION AUTHORIZING THE REMOVAL OF AN ASSESSMENT TO THE
PROPERTY AT 6814 OLIVER AVENUE SOUTH FROM THE 2012 DISEASED TREE
ASSESSMENT ROLL**

WHEREAS, on August 13, 2012, the City Council adopted Resolution No. 10684 authorizing the costs related to the removal of diseased trees from private property be assessed to the effected properties ; and

WHEREAS, Resolution No. 10684 included an assessment amount of \$4,221.56 to the property at 6814 Oliver Avenue South ; and

WHEREAS, the amount identified above needs to be removed from the approved assessment roll.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, Minnesota:

1. The assessed amount of \$4,221.56 to the property at 6814 Oliver Avenue South be removed from the 2012 Diseased Tree Assessment Roll.
2. That a copy of this Resolution shall be sent to the Hennepin County Auditor.
3. Authorization to refund the property owner for special assessment payments made in 2013 and 2014 in the amount of \$2,143.92

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of January, 2015.

Debbie Goettel, Mayor

ATTEST:

Nancy Gibbs, City Clerk



STAFF REPORT NO. 21 **CITY COUNCIL MEETING**

1/27/2015

REPORT PREPARED BY:

Chris Regis, Finance Manager

DEPARTMENT DIRECTOR REVIEW:

Steven L. Devich

OTHER DEPARTMENT REVIEW:

Jim Topitzhofer, Recreation Services Director

CITY MANAGER REVIEW:

Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of a resolution approving an internal loan in the amount of \$641,454 to the Ice Arena to fund construction of a new locker room.

EXECUTIVE SUMMARY:

The City of Richfield is the home of the Minnesota Magicians, a Tier II Junior A hockey team.

To properly accommodate the team, the City has constructed an additional locker room to Rink 1. The cost to construct the locker room is \$641,454. Funding for the construction is to be provided by an internal loan from the City's Communication Fund.

The City and the Minnesota Magicians entered into a fifteen year rental agreement that would provide for the use of the locker room. The annual rent paid by the Minnesota Magicians to the City will be \$49,992.

The annual rental payment will be the funding source to pay back the internal loan.

RECOMMENDED ACTION:

By Motion: Approve the resolution authorizing a \$641,454 internal loan to fund the construction of a new locker room.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT:**

This information is contained in the Executive Summary.

B. **POLICIES (resolutions, ordinances, regulations, statutes, exc):**

Pursuant to Section 7.12, Subd. 7, of the City Charter, the City Council may make internal loans by resolution.

C. **CRITICAL TIMING ISSUES:**

N/A

D. **FINANCIAL IMPACT:**

- Funding for the locker room project will be provided from an internal loan from the City's Communication Fund, which contains adequate cash to fund the loan.
- The loan will be repaid with the annual rental payments received from the Minnesota Magicians.

- The loan period will be for fifteen years, the same amount of time as the rental agreement.
- There will be no interest charged to the Ice Arena for the internal loan.

E. **LEGAL CONSIDERATION:**

Procedures related to City Charter Section 7.12 have been followed and completed.

ALTERNATIVE RECOMMENDATION(S):

None.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None

ATTACHMENTS:

Description		Type
<input type="checkbox"/>	Ice Arena Locker Room Internal Loan Resolution	Resolution Letter

RESOLUTION NO.

**AUTHORIZING \$641,454 INTERNAL LOAN TO FUND THE CONSTRUCTION OF A
LOCKER ROOM AT THE CITY'S ICE ARENA**

WHEREAS, the City Charter allows for the City Council to make internal loans by resolution; and

WHEREAS, the City Council has approved the locker room project undertaken at the City's Ice Arena, and

WHEREAS, the funding of the project will be from an internal loan from the City's Communication Fund, and

WHEREAS, repayment of the internal loan will be provided by annual rental payments for the use of the locker room by the Minnesota Magicians, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Richfield, Minnesota as follows:

1. The City Manager is authorized to execute an internal loan from the City's Communication Fund to the Ice Arena operation to fund the construction of the new locker room.
2. The term of the loan will be fifteen (15) years in the amount of \$641,454 at 0% interest.
3. The internal loan will be effective as of December 31, 2014.

Adopted by the City Council of the City of Richfield, Minnesota this 27th day of January, 2015.

Debbie Goettel, Mayor

ATTEST:

Elizabeth VanHoose, City Clerk



STAFF REPORT NO. 22
CITY COUNCIL MEETING
1/27/2015

REPORT PREPARED BY: Karen Barton, Community Development Assistant Director
DEPARTMENT DIRECTOR REVIEW: John Stark, Community Development Director
OTHER DEPARTMENT REVIEW: None
CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:

Consideration of agreements with non-profit organizations to provide social services to the City of Richfield and authorize the City Manager to execute agreements for services with those agencies.

EXECUTIVE SUMMARY:

In November of 2014 staff distributed a Request For Proposals for Social Services to non-profit agencies serving the City of Richfield, for services to be provided in 2015.

A total of nine proposals were received from the following agencies: Headway Emotional Health (The Storefront Group), Cornerstone Advocacy Services, Transportation Resources to Aid Independent Living (TRAIL), The Family Partnership, Community Involvement Programs, Modulo De Informacion De Recursos Y Apoyo (MIRA), Loaves and Fishes, and Volunteers Enlisted to Assist People (VEAP). The proposals represent a wide variety of social services offered to Richfield residents.

Based on Council input from last year, a Richfield resident (who is also a member of the Richfield Foundation) was enlisted to participate in the review of proposals. As a result of that review, it is recommended that the City enter into agreements for services with the following non-profit agencies in the amounts indicated in the table below:

Organization	2015 Proposal Request	2015 Recommendation
Headway/Storefront	\$15,000	\$8,000
MIRA	\$15,000	\$7,000
TRAIL	\$2,000	\$2,000
Community Involvement Program	\$6,760	\$4,000
Cornerstone Advocacy	\$18,000	\$12,000
Loaves and Fishes	\$7,500	\$7,480
The Family Partnership	\$12,000	\$6,000
VEAP	\$25,000	\$18,000
Senior Community Services	\$10,000	\$6,000
TOTAL	\$111,260	\$70,480

RECOMMENDED ACTION:

By Motion: 1) Approve the agreements between the recommended non-profit organizations and the City of Richfield; and 2) authorize the City Manager to execute agreements for services with those agencies.

BASIS OF RECOMMENDATION:

A. **HISTORICAL CONTEXT:**

- The City of Richfield has historically allocated funds on an annual basis to social service agencies serving the

Richfield community. In 2012 the City was required to make changes to its funding practices due to independent audit findings, resulting in the discontinuation of grant funding to social service type agencies beginning in 2013.

- The City is not authorized to provide grant funding to social service agencies. However, it has been determined that the City can enter into agreements for services with agencies for specific services that are compatible with City activities.
- The 2015 recommendations are based on the following criteria:
 - Demonstrated need of the proposed service for the targeted population.
 - Compatibility with City functions/activities.
 - Partnership and/or assistance with various City services (i.e., public safety).
 - Efforts to serve low-income persons of all races/cultures/ethnicities.
 - Demonstrated value to the community.
 - Past performance.
 - Cost of services and number of persons served.
 - Certified Non-Profit agency.
- The following chart provides a five-year history of the City of Richfield Social Service funding to the responding agencies:

Organization	2010	2011	2012	2013	2014	2015 Proposed
Storefront/Headway	\$21,745	\$14,100	\$15,500	\$12,000	\$10,930	\$8,000
MIRA	\$10,950	\$9,500	\$11,625	\$9,000	\$8,000	\$7,000
TRAIL			\$2,125	\$1,550	\$1,550	\$2,000
Community Involvement Program		\$5,000	\$6,475	\$5,000	\$3,000	\$4,000
Cornerstone	\$16,460	\$13,250	\$12,825	\$12,000	\$10,000	\$12,000
Loaves & Fishes	\$3,650	\$4,000	\$3,900	\$5,000	\$5,000	\$7,480
The Family Partnership		\$11,000	\$11,625	\$10,000	\$7,000	\$6,000
VEAP	\$14,600	\$14,000	\$15,500	\$15,000	\$18,000	\$18,000
Senior Community Services	\$8,760	\$9,000		\$7,000	\$7,000	\$6,000
TOTAL	\$76,165	\$79,850	\$79,575	\$76,550	\$70,480	\$70,480

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

To partner with other agencies as warranted and practical, and to assist in the delivery of services to City residents.

C. CRITICAL TIMING ISSUES:

Services to be provided in the calendar year 2015.

D. FINANCIAL IMPACT:

- A City Council/Administration 2015 allocation of \$70,480 is budgeted for social services.
- The proposals exceeded the City's available funding by \$40,780.00.

E. LEGAL CONSIDERATION:

The City Attorney has reviewed the Agreements.

ALTERNATIVE RECOMMENDATION(S):

- Approve the recommendations with revised allocations.
- Do not approve the recommendations.

PRINCIPAL PARTIES EXPECTED AT MEETING:

Representatives of the Social Service Agencies may be in attendance.

ATTACHMENTS:

Description	Type
□ Description of Services	Cover Memo
□ Social Service Funding Request For Proposals	Cover Memo

CITY OF RICHFIELD

2015 APPLICANT SERVICES DESCRIPTIONS FOR OTHER AGENCY DIVISION SOCIAL SERVICE FUNDING ASSISTANCE

Agency-Program	Description of Services
<i>Headway/The Storefront Group – Youth Counseling Program</i>	Provide counseling and support to families and children who are exhibiting risk-behaviors or are experiencing life stressors that put them at risk. All services are strength based, working to enhance family and individual strengths while reducing or eliminating self-defeating behaviors and other barriers to success. Services include Diversion Services to first-time non-violent offenders to reduce involvement in the juvenile justice system and Truancy Intervention services.
<i>MIRA (Modulo de Informacion de Recursos Y Apoyo) – Program Information & Referral Services</i>	MIRA offers various services to Latino individuals and families to improve their well being. Services include adult English as a Second Language (ESL), computer training, legal assistance and referral, tax preparation assistance, childcare assistance, educational programming and overall information and referral services.
<i>TRAIL (Transportation Resource to Aid Independent Living) – Transportation Services</i>	TRAIL will provide transportation to Richfield adults with developmental disabilities, allowing them to attend customized recreation and leisure programs offered by Adaptive Recreation and Learning Exchange (AR&LE). AR&LE offers recreation, leisure and community education opportunities specifically designed to meet the needs of people with disabilities in the cities of Richfield, Eden Prairie, Edina and Bloomington.
<i>Cornerstone Advocacy Service – Crisis Intervention</i>	Provide Criminal Justice Intervention Services for Richfield residents that are victims of criminal domestic assault, including emergency shelter; civil and family court advocacy; services to children, youth, and families, clinical services; and criminal justice intervention.
<i>Loaves & Fishes – meals, referrals, and advocacy services</i>	Provide nutritious meals to the needy in a welcoming, no-questions-asked environment to target populations including the working poor, families in transition, seniors on fixed incomes and children. NEW IN 2015: will be expanding services to include 2 weekend meals served out of Woodlake Church.
<i>The Family Partnership – Financial Achievement Program</i>	Provide services to low-income Latino immigrant and low-income families living in the city of Richfield to acquire knowledge and skills to thrive economically. The Financial Achievement Program provides a comprehensive financial literacy, tax preparation, and entrepreneurship program to assist low-income Latino individuals and families become more self-sufficient.
<i>Senior Community Services</i>	Licensed social workers will meet with frail elders and family members in their own homes to provide a multi-dimensional assessment of needs and strengths. Staff then assists them in arranging appropriate and affordable services, applying for assistance when needed, providing counseling services, problem solving and on-going monitoring of services and adjusting as needed to aid seniors in staying independent as possible for as long as possible.
<i>Community Involvement Program</i>	Community Involvement Programs assists Richfield residents challenged by multiple disabilities in securing paid internships with the ultimate goal of long-term employment.
<i>VEAP (Volunteers Enlisted to Assist People)</i>	VEAP provides basic needs services to low-income families and individuals in Richfield, Bloomington, Edina, and South Minneapolis. VEAP's four main programs consisting of food, children and youth, socials services, and transportation programs, work together to help alleviate financial stress, feelings of isolation and vulnerability that can result from unexpected expenses or lapses in income. Programs are designed to address particular needs, and when used together, can help a family or individual avoid loss of housing, transportation, or employment. VEAP also administers an emergency temporary housing assistance program for Richfield Section 8 clients. New programs include Housing Assistance Towards Stability (short-term housing assistance and counseling) and needs assessment for first-time food-shelf clients.

CITY OF RICHFIELD
REQUEST FOR PROPOSALS FOR
SOCIAL SERVICES
2015

The City of Richfield is seeking proposals for social services from non-profit agencies serving the City of Richfield. Funding parameters and priority goals for the purpose of making the best use of funds are as follows:

Funding Parameters

- Any non-profit organization is eligible to apply.
- Projects must serve Richfield residents.
- Services must be compatible with City functions and activities.

Priority Goals

Projects must address at least one of the following areas:

- Services for vulnerable senior residents.
- Services for individuals, families, teens and/or children at risk.
- Housing support services for low-income persons and persons at risk.

Award Criteria

Proposals must meet one or more of the following criteria:

- Demonstrated need of the proposed service for the targeted population.
- Compatibility with City functions/activities.
- Partnership and/or assistance with various City services (i.e., public safety).
- Efforts to serve low-income persons of all races/cultures/ethnicities.
- Demonstrated value to the community.
- Certified Non-Profit agency.

Proposal's must be submitted by 4:30 p.m. December 1, 2014

LATE PROPOSALS WILL NOT BE ACCEPTED

Proposals must be submitted by 4:30 p.m. December 1, 2014

LATE PROPOSALS WILL NOT BE ACCEPTED

PROPOSAL SUBMISSION INSTRUCTIONS

The information requested in the attached Request for Proposals must be addressed in your proposal.

Submit **1 original (2-sided printing) OR 1 email copy** of your agencies proposal by **4:30 p.m. December 1, 2014 (LATE PROPOSALS WILL NOT BE ACCEPTED)** to:

Karen Barton
Community Development Manager
City of Richfield
6700 Portland Avenue
Richfield, MN 55423
kbarton@cityofrichfield.org

Applicants may be asked to respond in writing to additional questions. The Richfield City Council will tentatively award contracts for services in January 2015.

Agencies awarded contracts will be required to sign a service agreement for calendar year 2015 and submit semi-annual reports on service outcomes.

Please contact Karen Barton at 612-861-9777 or kbarton@cityofrichfield.org with any questions.

Proposals must be submitted by 4:30 p.m. December 1, 2014

LATE PROPOSALS WILL NOT BE ACCEPTED

CITY OF RICHFIELD

2015 REQUEST FOR PROPOSALS FOR SOCIAL SERVICE ASSISTANCE

Proposals for social services must include the following:

PROPOSAL HEADING

1. Agency name, address, contact person, and phone/fax/email
2. Amount of request
3. Brief description of service(s) provided
4. Identify priority area(s) you are addressing:
 - a) Services for vulnerable senior residents
 - b) Services for individuals, families, teens and/or children at risk
 - c) Housing support services for low-income persons and persons at risk
 - d) Other: Please Specify
5. Explain how the services you are proposing to provide will benefit the City of Richfield.
6. Explain any formal or informal partnership you have with the City of Richfield (i.e., assisting Public Safety through the services you provide, etc.)

ADMINISTRATION

1. Provide a mission statement for your agency.
2. Provide verification of your organization's non-profit legal status.
3. Indicate your **total agency budget** for 2015.
4. Indicate your **proposed project budget** for 2015. Itemize proposed expenses and describe as applicable. Indicate both proposed City funds and other funds to support the project.

PROGRAM

1. Describe service to be funded, including:
 - a) Brief statement detailing the service and how it is provided
 - b) Target population(s); estimated number of **unduplicated** individuals you plan to serve residing in the City of Richfield
 - c) Eligibility criteria and process
 - d) How clients are involved in the planning process for service
 - e) Desired client outcomes and methods of evaluating and measuring client progress (use attached "Proposed Outcome/Evaluation Methods" form)
3. Demonstrate the need for the proposed service.
4. Describe outreach efforts to target populations, including immigrant and low-income individuals.

Please contact Karen Barton at 612-861-9777 or kbarton@cityofrichfield.org with any question.

Proposals must be submitted by 4:30 p.m. December 1, 2014

LATE PROPOSALS WILL NOT BE ACCEPTED

**City of Richfield Social Service Programs - 2015
Proposed Outcomes/Evaluation Methods**

Name of Applicant Organization: _____

Address: _____

Contact Person: _____

Phone: _____ **Email:** _____

Brief description of service(s):

Outcomes: State 3 to 5 measurable outcomes of proposed service(s) – <u>relate outcomes to client progress</u> Outcomes indicate what result, benefit, or change would come from the service provided. Outcomes can be: 1) <i>initial</i> , such as increased knowledge, understanding, or skills; 2) <i>intermediate</i> , such as change in a specific behavior or attitude; or 3) <i>long term</i> , such as a change in the condition or status of people.	Indicators: Describe methods of evaluating proposed outcomes – <u>how you will measure client progress</u>

**STAFF REPORT NO. 23**
CITY COUNCIL MEETING**1/27/2015**

REPORT PREPARED BY: Theresa Schyma, Deputy City Clerk

DEPARTMENT DIRECTOR REVIEW: Steven L. Devich

OTHER DEPARTMENT REVIEW: N/A

CITY MANAGER REVIEW: Steven L. Devich

ITEM FOR COUNCIL CONSIDERATION:**Consideration of the appointments to City advisory commissions.****EXECUTIVE SUMMARY:**

Several terms of City advisory commission members expire on January 31, 2015. In addition, there are mid-term vacancies due to resignations that should be filled. Advisory commission terms are for three years and they are staggered.

The City Council directs the City Manager's office to conduct an annual recruitment seeking applicants to fill the vacancies. This recruitment includes an item in the Richfield Sun-Current and information on the City's website.

Applicants were interviewed at a Special City Council Meeting on January 24, 2015. To ensure a quorum at future advisory commission meetings, the City Council should make advisory commission appointments at the January 27, 2015 City Council meeting.

RECOMMENDED ACTION:**By Motion: Appoint persons to fill the expiring or vacant terms on City advisory commissions.****BASIS OF RECOMMENDATION:****A. HISTORICAL CONTEXT:**

This information is contained in the Executive Summary.

B. POLICIES (resolutions, ordinances, regulations, statutes, exc):

City advisory commissions were established by City ordinance or resolution.

C. CRITICAL TIMING ISSUES:

- Several terms of City advisory commission members expire on January 31, 2015.
- To ensure a quorum at future advisory commission meetings, the City Council should make appointments at the January 27, 2015 City Council meeting.

D. FINANCIAL IMPACT:

N/A

E. LEGAL CONSIDERATION:

The January 24, 2015 Special City Council meeting was posted in accordance with the open meeting law requirements.

ALTERNATIVE RECOMMENDATION(S):

The City Council could defer the appointments to a future City Council meeting.

PRINCIPAL PARTIES EXPECTED AT MEETING:

None.

ATTACHMENTS:

	Description	Type
	Vacancy list	Backup Material

COMMISSION VACANCIES

	<u>Term Expires</u>
ADVISORY BOARD OF HEALTH	
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
ARTS COMMISSION	
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2016
_____	January 31, 2016
CIVIL SERVICE	
_____	January 31, 2018
COMMUNITY SERVICES COMMISSION	
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
FRIENDSHIP CITY COMMISSION	
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2017

HUMAN RIGHTS COMMISSION

	_____	January 31, 2018
	_____	January 31, 2018
	_____	January 31, 2018
	_____	January 31, 2018
(youth)	_____	August 28, 2015
(youth)	_____	August 28, 2015

PLANNING COMMISSION

_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018

TRANSPORTATION COMMISSION

_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2018
_____	January 31, 2016